

Maine CRC Meeting Minutes 05/14/2012

Present: Coleen Churchill, Elaine Tremble, Lindsay Hodgman By phone: Jade Gianforte, Seth Jones, Helena Swiatek, Heidi Bunn. Guest: Caron Roy (present) and Alice Begin (by phone). FSA members were not present because the majority of the meeting dealt with NRCS Civil Rights Compliance reviews.

Civil Rights Compliance Reviews:

First week in April 2012, National Civil Rights team conducted a compliance review in Maine. Coleen just got the report back today. Didn't have time to review but 1 item that we know was an issue was 230 filing system. Currently ours is hardcopy and NCR team would like to see it electronic. Discussed and agreed to create a 230 folder on the Maine share Point site. The folder would have statewide pertinent information and subfolders for each Field office. CRC members would have access to the folders to add data. Elaine will head this up and once it is ready we will set up a net meeting to provide guidance on posting information to this site.

Field Office Civil Rights Compliance Reviews:

The following field office will have reviews

Dover- June 4-7, 2012 Seth Jones will participate

Presque Isle - June 18-21, 2012 Coleen Churchill will participate

Hancock - Aug 13-16, 2012 Heidi Bunn will participate

Skowhegan- Aug 27-28, 2012 Jade Gianforte will participate

Coleen emailed to CRC members before the meeting Civil rights Compliance Review Field Office Checklists and 230 file worksheets and guidance.

Breakfast & Learn Survey Results:

30 responses received back

Generally People are interested if it doesn't involve a lot of travel time.

12 responses made suggestions for topics of discussion:

Because of the low response we will send out another survey with a list of some of the suggested topics that tie into Civil Rights that we could discuss at a future all employees meeting. Lindsay will head this up.

Next meeting will be in September 2012

Adjourned 10:35